Advanced Performance

Monitoring Your Performance

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Topics

- Performance Indictors in VOS

- Recording Partner Programs in VOS

- Documents Upload/Naming Conventions

- Timeliness of Data Entry

- Desk Top Monitoring

- Attribute Sheets

Primary Indicators of Performance

Primary Indicators of Performance

- **Employment Rate 2nd Quarter after Exit**
  (Education/Employment for youth)
- **Employment Rate 4th Quarter after Exit**
  (Education/Employment for youth)
- **Median Earnings in the 2nd Quarter after Exit**

- **Credential Attainment Rate**
  - of those who received training or education, excluding OJT or Customized Training
- **Measurable Skills Gains**

- **Effectiveness in Serving Employers**

VOS Screens That Influence Performance Outcomes

The following screens in VOS influence Performance:

- Measurable Skills Gains

- Literacy Numeracy

- Credential

- Closure

- Outcome and Exit

- Follow up

Tabs within the Applications in VOS

➕ Eligibility Summary	
➕ Participation	N/A
➕ Activities / Enrollments / Services	0
➕ Measurable Skills Gain	0
➕ Partner Programs	0
➕ Literacy & Numeracy	0
➕ Youth Goals	0
➕ Credentials	0
➕ Add Employment	0
➕ Closure	N/A
➕ Exit / Outcome	N/A
➕ Follow-ups	0

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Measureable Skills Gains in VOS

Measurable Skills Gains

The Measurable Skills Gains (MSG) is used to record and measure the interim and education or training progress of enrolled participants within a reporting period.

There are five types of gains recognized by DOL:
1. Achievement of an Educational Functioning Level (EFL)
2. Postsecondary Transcript or Report Card
3. Secondary Transcript or Report Card
4. Training Milestones
5. Skills Progression

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Entering Measurable Skill Gains

Activities / Enrollments / Services   3

Create Activity / Enrollment / Service

Search:

Status	Activity / Provider	WZ	Funding / Grant	Projected Begin Date	Actual Begin Date	Projected End Date	Actual End Date
C	301 - On-The-Job Training VF Imagewear	W	Adult	N/A	04/24/2017	10/24/2017	07/01/2017 Successful Completion
C	205 - Develop Service Strategies (IEP/ISS/EDP) Northwest TN Workforce Board	W	Adult	N/A	04/12/2017	04/12/2017	04/12/2017 Successful Completion
C	102 - Initial Assessment Northwest TN Workforce Board	W	Adult	N/A	04/12/2017	04/12/2017	04/12/2017 Successful Completion

Page 1 ▾ of 1   Rows: 10 ▾

First, enroll and place an individual into an education or training activity in VOS.
- The system will not allow a gain to be recorded if there is not a training or education program to apply the gain to.

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Measurable Skill Gains Tab

⊞ **Measurable Skills Gain**   0

⊞ **Partner Programs**   0

⊞ **Literacy & Numeracy**   0

⊞ **Youth Goa**

⊟ **Measurable Skills Gain**   0

Create Measurable Skills Gain

There are no records to display.

Expand the **Measurable Skill Gains** tab.
Then click **Create Measurable Skills Gain.**

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Skill Attainment Information- Skill Types

Notice only 4 of the 5 Measurable Skill Gains types were populated. **Achievement of an Educational Functioning Level** is recorded with the Literacy Numeracy link in VOS (which will be addressed momentarily).

Types of Achievements and Date Attained

Select the **Skill Type**, the Measurable Skill Gain that best applies to the participant's progress.
Then enter the **Date Skill Attained**, when the gain was accomplished.

Under **Type of Achievement** select the **Achievement** from the drop-down menu.

Verifying Measurable Skill Gains

Skill Attainment Information

Fill in the following information for the skill achievement. **Program:** Title I - Workforce Development

* Skill Type: Training Milestone

* Date Skill Attained: 05/01/2017 📅 Today

* Type of Achievement: Achieved satisfactory or better progress report towards an established

* [**Verify** | **Scan** | **Upload** | **Link**]
✔ Other Applicable Documentation, (specify)

Skills Gain Achievement Type Verification

◉ Other Applicable Documentation, (specify)
letter from employer

Reset

Click **Verify**.
Select the radio button **Other Applicable Documentation**
Upload the verifying document which proves the gain.
Click **Save**.
• Please ensure that staff are uploading the documents into the system.

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Records of Measurable Skill Gains

⊟ **Measurable Skills Gain**   1

[Create Measurable Skills Gain](#)

Search: [   ]

Date Achieved	Skill Type	Last Edited By	Last Edited Date	Action
05/01/2017	Training Milestone	Snow, Jennifer (cg50386)	09/19/2017 3:24 PM	Edit

Once saved, staff will be able to view the Measurable Skills Gain.

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Literacy Numeracy-MSG (Achievement of an Educational Functioning Level) in VOS

Achievement of an Educational Functioning Level

Unlike the other four (4) Measurable Skills Gains, the Achievement of an Educational Functioning Level (EFL) is recorded within the Literacy Numeracy Tab in VOS.

Note

When using Pre-test for Initial Assessment purposes, do not initially record these results within this link. If a post test is not performed, the LWDA will receive a negative count for the Achievement of an Educational Functioning level measure.

⊞ **Partner Programs**	0
⊟ **Literacy & Numeracy**	0

Create Literacy & Numeracy Records

There are no records to display.

Record all Pre-tests and Post-tests within this the Literacy Numeracy Tab in order for the Educational Functioning Level Measureable Skill Gain to count in Performance.

Educational Functioning Level Pre and Post-Tests

Note

The EFL Measureable Skill Gain will *ONLY* pull from this link in VOS. Failure to record this information will count as a negative result within the LWDA Local Performance MSG measure.

Record all required Pre-test and Post-test information,
then click **Save**.

Educational Functioning Level Pre and Post-Tests (continued)

The Educational Functioning Level Measurable Skill Gain record in VOS may be viewed or updated.

Recording Progress or Post-Test Scores

To record Progress or Post-test scores under Measurable Skill Gains:

- Return to the Literacy Numeracy
- Select the subject from **Function Area- Assess Category**

Recording Progress or Post-Test Scores (continued)

Next, scroll down to the bottom of the page and click **Create Progress/Post Assessment Record**.

[Add a new Case Note | Show Filter Criteria]

ID	Create Date	Subject	Action
No data found.			

Progress/Post Assessments

No progress or post test records found.

Assessments beyond Year 3 are not reportable in the federal extract file, and wil not count in federal preformance calculations.

Create Progress/Post Assessment Record

Recording Progress/Post-test Assessments

Record the **Progress or Post-test Assessment** information within the required fields. Click **Save**.

Results

The results should now be populated within the created record.

The Measurable Skill Gains Report Path

To locate The Measurable Skill Gains Report use the following path:

Detailed Reports ➡ Case Load ➡ Measurable Skill Gains
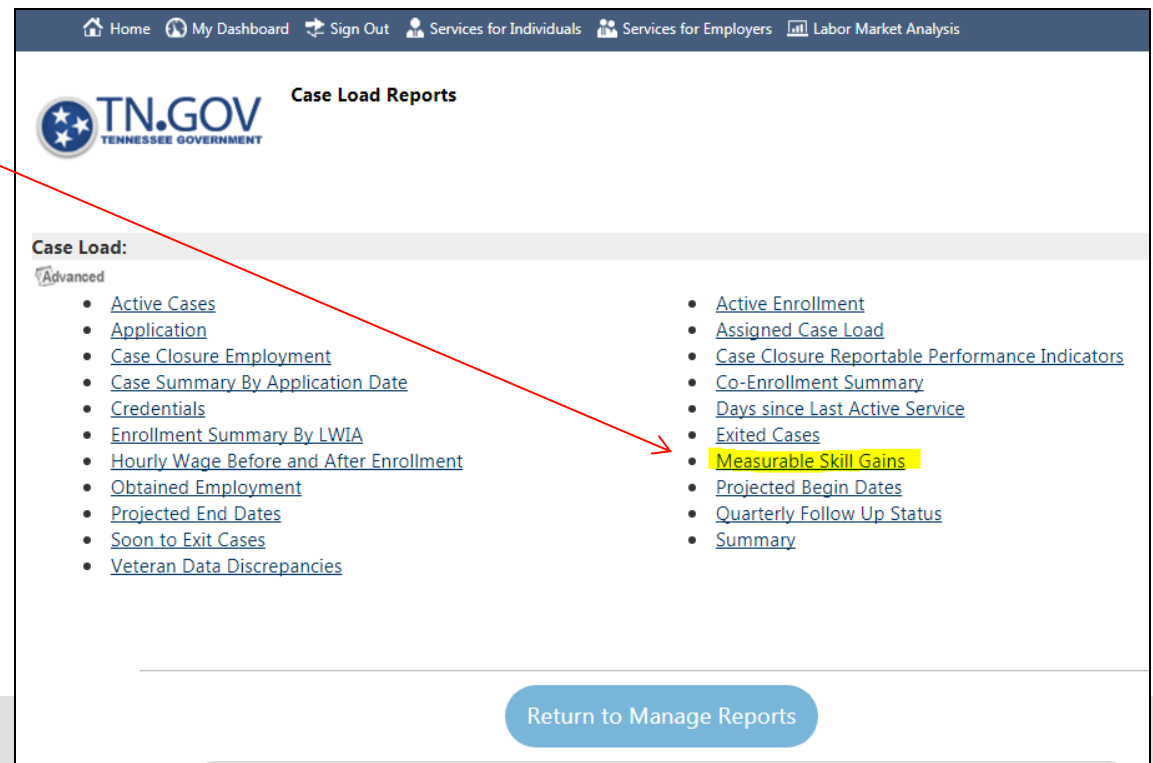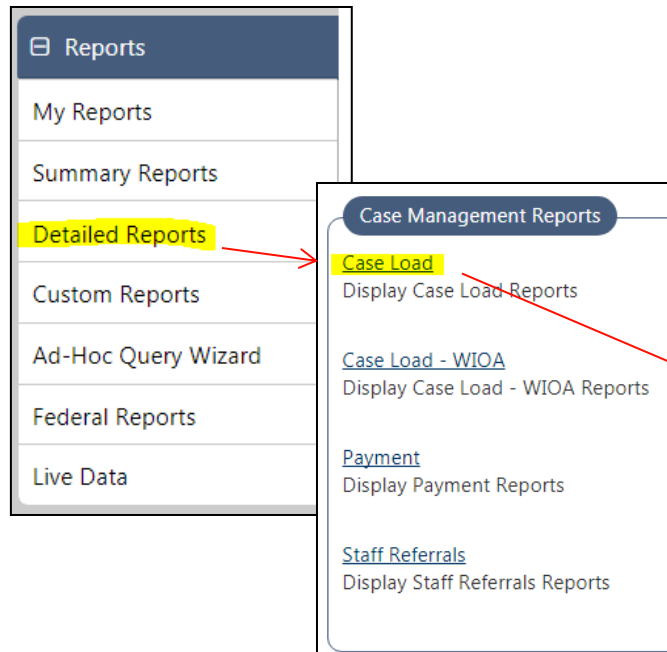
The Measurable Skill Gains Report

Selection Criteria

Program

Program: Title I - Workforce Development (WIOA) ▼

Customer Group:
- None Selected
- Adult
- Youth
- Dislocated Worker

Location

State Region:
- None Selected
- East TN
- Middle TN
- West TN

Region/LWDB Status: ○ Active ○ Inactive ○ All

Region/LWDB:
(Press Ctrl to select multiple items)
- Greater Memphis
- Northwest Tennessee
- Southwest Tennessee
- Northern Middle Tennessee

Office Status: ● Active ○ Inactive ○ All

Case Manager Status: ● Active ○ Inactive ○ All

Assigned Case Manager: None Selected ▼ Select Me

Date

Program Year: 2017 ▼

Run Report

[Save to My Reports]

Choose the **Region/** LWDA

Select a **Program Year**

Click **Run Report**

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The Measurable Skill Gains Report

This path will populate the report below. The hyperlinks in blue will allow staff to monitor the individuals within this measure. All Measurable Skill Gains are captured within this report.

Measurable Skill Gains

- Program: Title I - Workforce Development (WIOA)
- Region/LWIA: Greater Memphis,Northwest Tennessee,Southwest Tennessee,Northern Middle Tennessee,Southern Middle Tennessee,Upper Cumberland,Southeast Tennessee,East Tennessee,Northeast Tennessee
- Program Year: 07/01/2017 - 06/30/2018

Skill Type	Total Participants	% of Participants	Total Skill Gains	% of Skill Gains
Attainment of a secondary school diploma or its equivalent	343	5.77%	343	4.15%
Educational Functioning Level	462	7.77%	684	8.28%
Post-Secondary Transcript/Report Card	2,013	33.85%	2,502	30.28%
Secondary Transcript/Report Card	197	3.31%	202	2.44%
Skills Progression	1,788	30.07%	2,184	26.43%
Training Milestone	1,144	19.24%	2,347	28.41%
Skill Type	Total Participants	% of Participants	Total Skill Gains	% of Skill Gains
All Skill Types	5,947	100.00%	8,262	100.00%

Credentials in VOS

Creating a Credential

In order to create and receive a positive outcome within the Credential Attainment Measure, the credential information will need to be recorded within the Credential link within VOS.

Expand the link marked **Credential**.
Click **Create Credential**.

Recording Credential Attainment

Note

For Data Element Validation purposes, the date the credential is received is the date on the actual document supporting the credential.

Credential Information

* Credential Received: High School Diploma

Other Credential:

Credential Verification: [**Verify** | **Scan** | **Upload** | **Link**]
✔ Copy of Degree or Certificate

WIOA Credential Verification

○ School Records
● Copy of Degree or Certificate
○ Other (Specify)

Reset

* Date Credential Received: 09/20/2017 (mm/dd/yyyy) 📅 Today

Associated to Activity: [**Search Activities**]

Record the type of **Credential Received**.
Click the **Verify** link and choose the appropriate field.
Enter the **Date Credential Received**.

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Tying the Activity to the Credential

Under **Associated to Activity** click **Search Activities.**

* Date Credential Received:	09/20/2017 (mm/dd/yyyy) 🗓 Today
Associated to Activity:	[**Search Activities**]

This allows choice of activity associated with the credential received. Once the appropriate activity is found, click **Select.**

Activity	Provider	Service/Course	Actual Begin Date	Projected End Date	Actual End Date	Completion Status	Action
401 – Youth- Job Search	WORKFORCE ESSENTIALS INC	Office Services	09/01/2017	12/30/2017			Select
418 – Youth-Adult Education (HSE)	Workforce Essentials Inc. Adult Education	Adult Education	08/18/2017	11/30/2017			Select
413 – Youth-Develop Service Strategies (IEP/ISS/EDP)	WORKFORCE ESSENTIALS INC	Office Services	08/18/2017	08/18/2017	08/18/2017	Successful Completion	Select
412 – Youth-Objective Assessment	WORKFORCE ESSENTIALS INC	Office Services	08/18/2017	08/18/2017	08/18/2017	Successful Completion	Select

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Credential Information

The Credential information for the managed participant can now be viewed.

ANY QUESTIONS ?

Closures in VOS

Starting a Closure

Once all activities/services within the applicable Program have been completed and closed and no additional services are scheduled for the participant, the closure should then be created. **Closure** is located within the **Program Summary Tab**.

⊞ **Credentials**	1
⊞ **Add Employment**	0
⊞ **Closure**	N/A
⊞ **Exit / Outco**	

⊟ **Closure**	N/A
Create Closure	
⊞ **Exit / Outcome**	N/A

Expand the **Closure** tab.
Click **Create Closure**.

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Creating a Closure

Employment information entered here will *not* affect performance outcomes, this is a Case Management Tool.

Entered Employment
If yes, select "Yes." Then click **Add Employer** and enter the employment information.

All required fields should be populated and verified with the applicable documentation.

Completing a Closure

* Employer Name:

Verify Employer Name: [Verify | Scan | Upload | Link]

Employer FEIN:

Address Line 1:

Address Line 2:

City:

State/Province: None Selected

County/Parish:

Zipcode:

Find Zip Code: [USPS]

Country: None Selected

Industry Code (NAICS): Search for NAICS Code

Industry NAICS Code:

Industry NAICS Description:

* Primary Employer Contact Name:

* Primary Employer Contact Phone Number: - - Ext

Primary Employer Contact Email:

Is this employer a federal contractor? ○ Yes ○ No

Job Information

* Job Title:

* Occupation: Select Occupation

* Is this a green job? ○ Yes ○ No

* Hours Worked per Week:

* Hourly Wage:

* Job Start Date:

* Job End Date: ☐ Currently Employed

* Reason for Leaving: None Selected

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Complete all required fields.

Outcomes and Exits in VOS

Starting an Exit or Outcome

Located within the Program Summary Tab, **Exit / Outcome** is used to determine if the individual is included or excluded from the performance measures outcomes.

⊞ Closure	N/A
⊞ Exit / Outcome	N/A
⊞ Follow	

⊞ **Closure**	N/A
⊟ **Exit / Outcome**	N/A
Create Exit/Outcome	
⊞ **Follow-ups**	0

Expand the **Exit / Outcome** tab.
Click **Create Closure / Outcome**.

Exits and Outcomes (Exclusions)

The Exit/Outcome link should only be used if the participant is excluded for the reasons stated above. If they do not fall into any of these categories, please allow for the 90 day soft exit process to occur.

The Follow Up Box only appears if an exit, NOT BY EXCLUSION, has occurred.

Located within the Programs Summary Tab, the **Follow-Ups** tab is where follow-up information is recorded. Once inside, select the current required quarter.

⊞ Closure   06/16/2017

⊞ Exit / Outcome

⊞ Follow-ups

⊞ **Closure**	06/16/2017
⊞ **Exit / Outcome**	06/16/2017
⊟ **Follow-ups**	4

Create Local Follow Up

Search: _____

Required By	Date Complete	Status	Follow Up Type
09/30/2017		Required	1st Quarter After Exit
12/31/2017		Required	2nd Quarter After Exit
03/31/2018		Required	3rd Quarter After Exit
06/30/2018		Required	4th Quarter After Exit

The **Follow-Up tab** only appears if an exit *not by exclusion* has occurred.

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General Contact Information

Verify that all contact information is up to date .

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Follow Up - Add Contact Attempt

Contact Attempts

Attempt Number	Date	Time	Type Of Contact
No contacts have been attempted.			

Add Contact Attempt   Exit Follow-up Screen

Contact Attempts

Attempt Number	Date	Time	Type Of Contact
No contacts have been attempted.			

Add Contact Attempt   Exit Follow-up Screen

Create New Contact Attempt

* Contact Date: [_____] 📅 Today

* Time of Day: [None Selected ▼]

* Type Of Contact: [None Selected ▼]

Other Description: [_____]

(Save Contact Attempt)   (Cancel)

Note: Exit Follow-up Screen leads to the original application.

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Follow Up Employment Information

Follow-up Employment Information

Employer Name:
cp handheld
2601 East Oakland Park Blvd Suite
Fort Lauderdale, FL 33306

Employer Contact and Phone:
hr
423-676-2306

* **Worked in Quarter 7/1/2017 - 9/30/2017?** ○ Yes ○ No

No employers available.

[Add Employer]

Critical Performance Outcomes

If "Yes" click **Add Employer**.

The information provided will affect the performance measure outcomes for:

- Employment Rate 2nd and 4th Quarter after Exit
  (except those participating in the Title I Youth Program)
- Median Earnings – 2nd Quarter After Exit

Employer Information

Hint: Choose **Search Individual Employment History** or **Select from Internal Job Order/Placement.** This prepopulates many of the fields captured within the **Closure Tab-Employment Information** section or **Internal Job Order Placement** database.

IMPORTANT: Critical to Performance Outcomes

Add/Edit Employer

Employer Information

Search Individual Employment History   Select from Internal Job

* **Employer Name:**

* **Verify Employer Name:**   [Verify | Scan | Upload | Link]

Employer FEIN:

Address Line 1:

Address Line 2:

City:

State/Province: None Selected ▾

County/Parish: ▾

Zipcode:

Find Zip Code: [USPS]

Country: None Selected ▾

* **Industry Code (NAICS):**   Search for NAICS Code

* **Industry NAICS Code:**

* **Industry NAICS Description:**

* **Primary Employer Contact Name:**

* **Primary Employer Contact Phone Number:**   ___ - ___ - ___   Ext ___

Primary Employer Contact Email:

Is this employer a federal contractor?

This section directly affects 3 Performance Measures:
1) Employment 2nd Quarter after Exit
2) Employment 4th Quarter after Exit
3) Median Earnings 2nd Quarter after Exit

If no previous employment information was added in VOS within the closure section or they obtained employment after exit (whichever quarter is applicable), record all required fields within this section.

Job Information

* Job Title:

* Occupation: Select Occupation

* Is this a green job?   ○ Yes   ○ No

* Hours Worked per Week:

* Hourly Wage:

* Job Start Date:

* Job End Date: ☐ Currently Employed

* Reason for Leaving: None Selected   ▼

Additional Information on reason for leaving: *Some HTML tags such as embedded videos are not allowed in this text box and will not be saved.*

[Spell Check | Clear Text]

Job Duties (2500 characters max):   *Some HTML tags such as embedded videos are not allowed in this text box and will not be saved.*

In this section *Supplemental Wage Data* is recorded for Federal Reporting. This information is based on the **Hours Worked**, **Hourly Wage** and the **Job Start** and **Job End Date**.

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[Spell Check | Insert Occupational Description | Clear Text]

* Primary Employer: ○ Yes ○ No

* Receiving Fringe Benefits: ○ Yes ○ No

Receiving Health Care Benefits: ○ Yes ○ No

* Job Covered by Unemployment Compensation: ○ Yes ○ No

* Is this Entrepreneurial and/or Self-Employment?:   ○ Yes ○ No

* Is this a Registered Apprenticeship?   ○ Yes ○ No

* Is this active Military Service?   ○ Yes ○ No

* Is this considered Non-Traditional Employment?   ○ Yes ○ No

Is this considered Training Related Employment? | None Selected ▾ |

Add to Employment History: ○ Yes ○ No

All fields are required. Click **Save.**

Current Status at Follow Up

Current Status at Follow-up

Follow-up Information:

* **Actual Date of Follow-Up:** [blank field] 📅 Today

* **Contact Type:** [None Selected ▼]

Other (specify): [blank field]

This section is required only when no employment, no youth placement and no youth diploma/credential is recorded on the follow-up screen.

Follow-up Status

Status at Follow-Up: [None Selected ▼]

Other (specify): [blank field]

Comments: [blank field]

This section in follow up is where exclusions that occur after the participant exits the program will be recorded. This applies to all Title I participants, including Youth.

Exclusions

Follow Up (Youth)

Youth Placement After Exit in Follow Up

Follow-up Employment Information   Contact Attempts   Post-Exit Placement Information   Current Status at Follow-up

General Information

AppID: 300612896

WIOA Follow-up: 2 - 2nd Quarter after Exit

Status: Required

Working With:

Username/Login Name:

User ID:

State ID:

Address: 1574 Galveston St

Youth Placement Information is recorded here.

The Current Placement (WIA) section within follow up will determine outcomes on the Placement Rate 2nd and 4th quarter after Exit for all Title I Youth participants.

It is crucial that all follow ups are done **timely** and **accurately**. Failure to do so will result in a negative outcome within performance.

- Both 2nd and 4th Quarter Employment Rate outcomes are retrieved from the Follow-up tab *Employment Information ›Add Employer* link, this applies to all Title I programs)

- Placement for Title I Youth are pulled from the *Youth Placement Tab*

- **ALL** Supplemental Wage Data is retrieved from the *Employment Information ›Add Employer* link for all Title I programs

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ANY QUESTIONS ?

Partner Programs in VOS

How to record and track your co-enrollments.

Recording Partner Program Enrollments

Step 1: Go to the Program application you are enrolling the individual in, we will use Title I for this example.

WIOA #400840178 - Incomplete ☑ 🖨 ✏

LWDB:	**67 - Northern Middle Tennessee**	Application Date	**07/10/2018**
		Participation Date:	**N/A**
Onestop:	**569 - American Job Center - Clarksville * NEW ***	Closure Date:	**N/A**
		Exit Date:	**N/A**
Open/Total Activities:	**0 / 0**		

WIOA #400792357 - Case Exited ☑ 🖨 ✏

LWDB:	**67 - Northern Middle Tennessee**	Application Date	**10/01/2017**
		Participation Date:	**10/01/2017**
Onestop:	**569 - American Job Center - Clarksville * NEW ***	Closure Date:	**01/31/2018**
		Exit Date:	**01/31/2018**
Open/Total Activities:	**0 / 2**		

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Step 2: Expand the application. Staff will see the Partner Programs link.

WIOA #400840178 - Incomplete ☑ 🖨 ✏

LWDB:	**67 - Northern Middle Tennessee**	Application Date	**07/10/2018**
		Participation Date:	**N/A**
Onestop:	**569 - American Job Center - Clarksville * NEW ***	Closure Date:	**N/A**
		Exit Date:	**N/A**

Open/Total Activities: **0 / 0**

➕ **Eligibility Summary**	
➕ **Participation**	N/A
➕ **Activities / Enrollments / Services**	0
➕ **Measurable Skills Gain**	0
➕ **Partner Programs**	0
➕ **Literacy & Numeracy**	0
➕ **Youth Goals**	0
➕ **Credentials**	0
➕ **Add Employment**	0
➕ **Closure**	N/A
➕ **Exit / Outcome**	N/A

Step 3: Hit the Add/Edit Partner Programs link.

➕ Activities / Enrollments / Services	0
➕ Measurable Skills Gain	0
➕ Partner Programs	0
Add/Edit Partner Programs	
➕ Literacy & Numeracy	0
➕ Youth Goals	0
➕ Credentials	0
➕ Add Employment	0
➕ Closure	N/A
➕ Exit / Outcome	N/A

TN

Step 4: Go to the section and check the appropriate partner program and fill in all applicable information required.

Other WIOA or non-WIOA Programs: ○ Yes ◉ No ○ Participant did not self-identify

Employment First State Leadership Mentoring Program (EFSLMP): ○ Yes ◉ No ○ Participant did not self-identify

Intellectual and/or Developmental Disability Program: ○ Yes ◉ No ○ Participant did not self-identify

Mental Health Program: ○ Yes ◉ No ○ Participant did not self-identify

Reintegration of ER-Offenders (Adult) Program: ○ Yes ◉ No ○ Participant did not self-identify

Reintegration of ER-Offenders (Adult) Program Grant Number: [   ]

Format: AA-99999-99-99-A-99

Reintegration of ER-Offenders (Youth) Program: ○ Yes ◉ No ○ Participant did not self-identify

Reintegration of ER-Offenders (Youth) Program Grant Number: [   ]

Format: AA-99999-99-99-A-99

Senior Community Service Employment Program (SCSEP): ○ Yes ◉ No ○ Participant did not self-identify

SCSEP Grant Number *(If unknown, enter all 9s.)*: [   ]

Format: AA-99999-99-99-A-99

Vocational Education (Carl Perkins Vocational and Applied Technology Education Act): ○ Yes ◉ No ○ Participant did not self-identify

Vocational Rehabilitation and Employment (VR & E) Services (Veteran's VR): ○ Yes ◉ No ○ Participant did not self-identify

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This is a list of the Partner Programs within this section that apply to Tennessee currently.

- Homeless Veterans' Reintegration Program
- Job Corps
- Other WIOA or non-WIOA Programs (Not in VOS)
- Employment First State Leadership Mentoring Program (EFSLMP)
- Intellectual and/or Developmental Disability Program
- Mental Health Program
- Reintegration of Ex-Offenders (Adult & Youth) Program
- Senior Community Service Employment Program (SCSEP)
- Vocational Education (Carl Perkins Vocational and Applied Technology Education Act)
- Vocational Rehabilitation and Employment (VR & E) Services (Veteran's VR)
- Vocational Rehabilitation Services (Parts A and B of the Rehabilitation Act of 1973)
- YouthBuild

ANY QUESTIONS ???

Reconnect and TN Promise

ReConnect and TN Promise

When creating an activity (or editing an activity) you will select Yes for service is a WIOA or Non-WIOA Partner Program. A drop down box will then appear where you will select the appropriate grant services are tied to.

Detailed Reports>Case Load>

Select Participants Co-Enrolled in Partner Programs

Case Load:

Advanced

- Active Cases
- Application
- Case Closure Employment
- Case Closure Reportable Performance Indicators
- Co-Enrollment Summary
- Days since Last Active Service
- Enrollment Summary By LWIA
- Hourly Wage Before and After Enrollment
- Obtained Employment
- Projected Begin Dates
- Quarterly Follow Up Status
- Summary
- Veteran Data Discrepancies

- Active Enrollment
- Assigned Case Load
- Case Closure Information
- Case Summary By Application Date
- Credentials
- Eligibility Enrollments
- Exited Cases
- Measurable Skill Gains
- Participants Co-enrolled in Partner Programs
- Projected End Dates
- Soon to Exit Cases
- Targeted Measurable Skill Gain
- Exit Reason Summary

TN

Select the Program>LWDB>Date and Date Range then Run the Report

Program: Title I - Workforce Development (WIOA) ▼

Location

Region/LWDB Status: ⦿ Active   ○ Inactive   ○ All

Region/LWDB:
(Press Ctrl to select
multiple items)

None Selected
Greater Memphis
Northwest Tennessee
Southwest Tennessee

Office Status: ⦿ Active   ○ Inactive   ○ All

Office Location: None Selected

Date

Filter By Date: Participation Date ▼

Date Range: Last 90 Days ▼

From: 07/19/2018 🗓 (mm/dd/yyyy)

To: 10/16/2018 🗓 (mm/dd/yyyy)

Reset Dates

The date range selection of "Today" will retrieve real time data.

TN

Here is your co-enrollment report for your area.

State ID	App ID	Name	Participation Date	Exit Date	Assigned Staff	Homeless Vet Reintegration Program	Homeless Vet Reintegration Grantee	Adult Education	Job Corps	NFJP	NFJP Grant
426987	400781928	Dickson, Daniel	07/24/2018		Austin, Lindsey	No		No	No	No	
428495	400788245	Bell, Rhonda	08/02/2018		Sadler, Shawanda	No		No	No	No	
429219	400782772	Walker, La Sandra	07/25/2018		Flowers, Cheryl	No		Yes	No	No	
431213	400804669	Miller, Tywane	08/23/2018		Swift, Charlsie	No		No	No	No	
439782	400811141	Drakos, Nicholas	09/19/2018		Archer, Camilla	No		No	No	No	
442162	400794451	Ferby, Sheleetha	08/09/2018		Dobbins, Meagan	No		No	No	No	
472844	400799602	Stevenson, De'Andre	08/16/2018		Dobbins, Meagan	No		No	No	No	
486034	400827918	Mitchell, Chekia	09/26/2018		Swift, Charlsie	No		No	No	No	
493708	400799138	Donohoo, Odessel	08/16/2018		Huff-Johnson, Ayoka	No		No	No	No	
592692	400824791	Kinnard, Lawanda	09/25/2018		Dobbins, Meagan	No		No	No	No	
707158	400787383	SULLIVAN, JOHN	08/01/2018		Austin, Lindsey	No		Yes	No	No	
716405	400792669	ARCHIBALD, CYNTHIA	08/07/2018		Dobbins, Meagan	No		No	No	No	
755135	400816641	Cole, Michael	09/13/2018		Kimble, Dawn	No		No	No	No	
969474	400787403	Stevens, James	08/01/2018		Valentine, Frances	No		No	No	No	
1144082	400811061	Holt, Robert	09/04/2018		Dobbins, Meagan	No		No	No	No	
1215174	400835705	Henry, Pamela	10/10/2018		Dobbins, Meagan	No		No	No	No	
1279936	400808489	Booker, Terry	08/30/2018		Quinones, Reginia	No		No	No	No	
1453313	400785467	Sanders Palmer, Rachel	08/03/2018		Harold, Brandon	No		No	No	No	
1454722	400801125	Stambaugh, Sherry	08/20/2018		Cole, Janice	No		No	No	No	
1493069	400792161	Barker, Andrea	08/07/2018		Huff-Johnson, Ayoka	No		No	No	No	
1899339	400800316	Brady, Patrick	08/17/2018		Cole, Janice	No		No	No	No	
1931364	400786380	Johnson, Roger	07/31/2018		Cole, Janice	No		No	No	No	
1980620	400799615	Covington, Latoria	08/16/2018		Dobbins, Meagan	No		No	No	No	
1986341	400803117	London, Kendra	08/10/2018		Cox, Kelly	No		No	No	No	
2081840	400797339	Flanigan, Shasta	08/14/2018		Huff-Johnson, Ayoka	No		No	No	No	
2094420	400834094	Baker, Nikko	10/04/2018		Benzing, Patricia	No		Yes	No	No	
2144137	400707669	Lewis, Tabitha	07/25/2018		Huff-Johnson, Ayoka	No		No	No	No	
State ID	App ID	Name	Participation Date	Exit Date	Assigned Staff	Homeless Vet Reintegration Program	Homeless Vet Reintegration Grantee	Adult Education	Job Corps	NFJP	NFJP Grant

Total Rows: 196

ANY QUESTIONS ???

- The State of Tennessee informed all sub recipients that all documents for verification and data validation were to be uploaded into VOS.

- Staff was informed to use the naming conventions that we are about to discuss to ensure uniformity statewide and ease the process for staff to perform desk top reviews, data validation, audit reviews and PAR monitoring.

A Memorandum was released following this directive on Timeliness and Accuracy of Reporting located on TN.GOV under WIOA Technical Assistance.

https://www.tn.gov/content/dam/tn/workforce/documents/ProgramManagement/WorkforceServicesMemorandumTimelinessandAccuracyofReporting.pdf

Department of
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Naming Conventions

7 Naming Conventions in VOS

- Enrollment/Eligibility

- Individualized Services/Training

- Measurable Skills Gains

- Credentials

- Exit/Outcome

- Support Services/Follow Up

- Miscellaneous Items

Enrollment/Eligibility

- Signed application by participant
- SSN
- Date of Birth
- Selective Service
- Disability (No HIPPA information)
- Veteran Status
- Employment Status
- Unemployment Status
- School Status
- All Public Assistance
- All Individual Barriers
- Family size/Income
- Authorization to work
- Release forms

Individualized Services/Training

Any documentation that applies to Training and /or individualized career services (ex. work experience) that are given to a participant.

- Training Contracts/Agreements

- Timesheets

- Invoices/vouchers related documents

- Any documents that relate to training related/work experience activities, etc. that would need to be documented and verified.

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Measurable Skills Gains

- Pretest and Post test TABE or CASAS tests
  - actual tests need to be uploaded

- Documented attainment of a secondary school diploma or its recognized equivalent
  - upload diploma or certificate

- Secondary or postsecondary transcript or report card for a sufficient number of credit hours that shows a participant is meeting the State unit's academic standards
  - upload transcript or report card

Measurable Skills Gains (continued)

- Satisfactory or better progress report, towards established milestones, such as completion of OJT or completion of one year of an apprenticeship program or similar milestones, from an employer or training provider who is providing training
  - proof of a pay increase or a progress report from the training provider, etc

- Successful passage of an exam that is required for a particular occupation or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams
  - knowledge base exam results, occupational competency-based assessments and other tests necessary for completion

Credential Documents

- Secondary School Diploma or recognized equivalent
- Associate's Degree
- Bachelor's Degree
- Graduate Degree(Voc Rehab only)
- Occupational Licensure
- Occupational certificate, including Registered Apprenticeship and Career and Technical Education educational certificates
- Occupational Certification
- Other recognized certificates of industry/occupational skills completion sufficient to qualify for entry-level or advancement in employment

Exit/Outcome

- Exclusionary support documentation (anything other than soft exit)

- Supplemental wage information if applicable

- School Status at Exit (Postsecondary or Apprenticeship)

Support Services/Follow Up

- Any documentation needed to validate any **support services** given to a participant during participation.

- Any documentation needed to validate any **follow-up services** given to a participant after exit.

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Miscellaneous Items

Any items that would not fall into any of these categories need to be a labeled accordingly if they are specific to your area. This process is to insure uniformity statewide and ease in the monitoring process for PAR and Data Element Validation.

HIPPA Information

Do Not place any HIPPA information in VOS, this information can be maintained in a secured paper file.

Timeliness and Accuracy of Reporting

Workforce Services Memorandum - Timeliness and Accuracy of Reporting - WIOA

During recent monitoring visits to the Local Workforce Development Areas (LWDAs), the Tennessee Department of Labor and Workforce Development (TDLWD) observed concerns related to:

- Timely data entry of applications and participations
- Program exits and follow-ups
- Prompt upload of verification documents into the Virtual One-Stop (VOS)
- Alignment Reconciliation of Jobs4TN with Grants4TN

Timely Entry of Data into the Virtual One-Stop (VOS)

All applicants must be processed **immediately** upon a customer receiving services.

There are allowable exceptions-such as Rapid Response which would not reasonable adhere to this criterion. In such instances the maximum allowable time to enter information into VOS is ten (10) business days.

All eligibility intake information and documentation must be uploaded into VOS upon receipt; this also applies to the exiting of participants once they have completed all programs and are no longer receiving services.

Reports to Monitor Timeliness

Detailed Reports>Case Management Reports>Case Load WIOA

Select Timeliness of Data Input

WIOA:

Advanced

- Customer Group
- Dislocated Workers by Dislocation Event
- Follow Up Employment
- Outcomes by Highest Service Level
- Priority Summary - Adult
- Selective Service Candidacy
- Targeted Population Summary

- Dislocated Worker Projected Layoff Date
- Follow Up Details & Summary
- On-Line Characteristics
- Participant Followup Service
- Priority Summary - Dislocated Worker
- Summary of First Services
- Timeliness of Data Input

Select Report type Application>Customer Group>Region and LWDB

Report Type: Application ▼

Program

Customer Group:

None Selected
Adult
Youth
Dislocated Worker

Location

State Region:

None Selected
East TN
Middle TN
West TN

Region/LWDB Status: ◉ Active ○ Inactive ○ All

Region/LWDB:
(Press Ctrl to select multiple items)

Greater Memphis
Northwest Tennessee
Southwest Tennessee
Northern Middle Tennessee

Office Status: ◉ Active ○ Inactive ○ All

TN Department of Labor & Workforce Development

Select Date Range of Last 30 Days then hit Run Report.

Date

Date Range: **Last 30 Days** ▼

From: 09/24/2018 📅 (mm/dd/yyyy)

To: 10/23/2018 📅 (mm/dd/yyyy)

Reset Dates

The date range selection of "Today" will retrieve real time data.

Otherwise, data may be up to 24 hours behind.

Run Report

The State will be looking at the Average Days, this should not exceed 1 business day.

Staff Email Search

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WIOA - Timeliness of Data Input

- Report Type: Application
- Customer Group: Adult
- LWIA/Region: Greater Memphis
- Date Range: 9/24/2018 - 10/23/2018

Region/LWIA	Office	Assigned Staff	Days Elapsed	Applicants	Average Days
⊞ Greater Memphis	American Job Center - Memphis Beale * NEW *	OfficeTotal:	54	47	1
	American Job Center - Memphis Hickory Hill * NEW *	OfficeTotal:	0	6	0
	American Job Center - Memphis Walnut Grove * NEW *	OfficeTotal:	0	13	0
	American Job Center - Somerville * NEW *	OfficeTotal:	1	5	0
	Region/LWIATotal:		55	71	1
Region/LWIA	Office	Assigned Staff	Days Elapsed	Applicants	Average Days
Grand Total:			55	71	1

TN Department of
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Areas of Concern

Desk Top Audit

Starting January 2019, desk top audits will be performed on the following programs:

- Adult
- Dislocated Worker
- Youth
- RESEA
- Trade
- VETS
- SCSEP
- Wagner Peyser

How will records be pulled?

Each quarter the Performance Unit will pull a sample report from VOS to review a Local Workforce Development Area (LWDA) representing each of the three regions: East, Middle, and West.

Each LWDA sample will consist of 10 files from all 7 programs -

- 5 active participants
- 5 exited participants

Approximately 70 files for each LWDA will be pulled each quarter.

2019 Monitoring Cycle

January	February	March
East	Middle	West
Middle	West	East
West	East	Middle

Attribute Sheets

ANY QUESTIONS ???

Department of
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PY2017 Annual Outcomes for Title I and Title III

Wagner Peyser

Wagner Peyser	State Negotiated Target PY17	Actual PY 17 Q1	Actual PY 17 Q2	Actual PY 17 Q3	Actual PY 17 Q4	PY2017 Annual
Reportable Individuals	NA	302,341	316,041	315,941	315,847	315,854
Participants	NA	92,795	87,663	78,530	62,140	62,138
Exiters	NA	81,911	85,381	83,316	74,682	74,684
Employment Rate 2nd Quarter after exit	68%	72.8%	71.5%	71.9%	72.0%	72.0%
Employment Rate 4th Quarter after exit	67%	Information Not Available	Information Not Available	72.9%	71.5%	71.5%
Median Earnings 2nd Quarter after exit	$4,913	$5,185	$5,186	$5,180	$5,216	$5,215
Repeat Business Customer Rate	Baseline	Information Not Available	Information Not Available	Information Not Available	Information Not Available	39.40%
Employer Penetration Rate	Baseline	Information Not Available	Information Not Available	Information Not Available	Information Not Available	9.50%

Adult

ADULT	State Negotiated Target PY17	Actual PY 17 Q1	Actual PY 17 Q2	Actual PY 17 Q3	Actual PY 17 Q4	PY2017 Annual
Participants	NA	6,849	6,792	6,899	7,004	7,019
Exiters	NA	4,052	3,949	3,768	3,608	3,624
Employment Rate 2nd Quarter after exit	83%	89.5%	87.0%	87.0%	87.9%	87.9%
Employment Rate 4th Quarter after exit	78%	Information Not Available	Information Not Available	87.4%	85.7%	85.7%
Median Earnings 2nd Quarter after exit	$7,000	$7,229	$6,785	$6,655	$6,892	$6,892
Credential Attainment Rate	75.50%	Information Not	Information Not Available	68.9%	67.4%	68.8%
Measurable Skills Gains	Baseline	32.9%	40.7%	44.4%	51.2%	53.2%

Dislocated Worker

DISLOCATED WORKER	State Negotiated Target PY17	Actual PY 17 Q1	Actual PY 17 Q2	Actual PY 17 Q3	Actual PY 17 Q4	PY2017 Annual
Participants	NA	3,125	3,078	3,067	3,028	3,024
Exiters	NA	1,891	1,881	1,797	1,635	1,641
Employment Rate 2nd Quarter after exit	84%	87.8%	88.6%	88.1%	87.3%	87.9%
Employment Rate 4th Quarter after exit	81%	Information Not	Information Not Available	87.5%	88.2%	88.2%
Median Earnings 2nd Quarter after exit	$7,400	$7,927	$7,932	$8,190	$8,114	$8,116
Credential Attainment Rate	79.00%	Not Available	Information Not Available	77.0%	78.4%	78.6%
Measurable Skills Gains	Baseline	41.2%	41.7%	39.9%	40.1%	43.4%

Youth

YOUTH	State Negotiated Target PY17	Actual PY 17 Q1	Actual PY 17 Q2	Actual PY 17 Q3	Actual PY 17 Q4	PY2017 Annual
Participants	NA	4,315	4,326	4,506	4,633	4,690
Exiters	NA	2,154	2,106	1,961	2,144	2,119
Employment Rate 2nd Quarter after exit	79%	84.3%	80.8%	81.0%	81.3%	81.5%
Employment Rate 4th Quarter after exit	80%	Information Not	Information Not Available	88.8%	83.7%	83.7%
Median Earnings 2nd Quarter after exit	Baseline	$3,342	$3,272	$3,296	$3,376	$3,370
Credential Attainment Rate	81.50%	Information Not	Information Not Available	80.3%	73.2%	73.1%
Measurable Skills Gains	Baseline	37.9%	38.0%	38.8%	46.8%	48.7%

ANY QUESTIONS?